

SPAWARINST 1543.2
SPAWAR 04H
12 Jul 02

SPAWAR INSTRUCTION 1543.2

From: Commander, Space and Naval Warfare Systems Command

Subj: ACTIVE DUTY INTEGRATED LOGISTICS SUPPORT (ILS) INTERN
PROGRAM

Ref: (a) NAVSUPINST 1543.2

Encl: (1) Monthly Intern Report

1. Purpose. To establish Space and Naval Warfare Systems Command (SPAWAR) ILS intern management program policy. This instruction implements reference (a).

2. Background. Under the cognizance of Naval Supply Systems Command, reference (a) establishes a career development program to train junior Supply Corps Officers to become future ILS managers. That program places board-selected officers at major commands for a two-year tour of duty to complete Defense Acquisition University coursework and to have the "hands on" experience required for the Defense Acquisition Workforce Improvement Act (DAWIA) Level II certification. The primary objective of this program is the professional development of the interns.

3. Policy

a. Responsibilities

(1) Head, Integrated Product Support Department (04H) will serve as the military ILS intern program manager. 04H will ensure uniquely military requirements are fulfilled, e.g. fitness reports, physical fitness testing. All ILS interns will be permanently assigned to and administered from 04H for the following reasons:

(a) 04H department head is a senior Supply Corps Officer, supporting the reference (a) which states in part "... that a Supply Corps Officer (04 or above) oversee the interns' professional development and ensure program goals are met." The responsibility of ILS intern program management may be delegated to another senior Supply Corps Officer to oversee the progress and management of the program.

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(b) Typically, the majority of SPAWAR's senior logisticians are assigned to 04H, facilitating internal rotational assignments and ensuring that each intern's experience opportunities meet reference (a) requirements; specifically, assignments with systems acquisition and support programs.

(2) Commanding Officers, SPAWAR Systems Centers and other SPAWAR field commands will support, as appropriate, temporary rotational assignments of ILS interns into logistics-related positions.

(a) Typical assignments will be five to seven months and will accommodate, as necessary, the intern's formal training schedule.

(b) Only one intern at a time will be assigned to any field command or specific office, to not administratively overburden that office and to broaden the net intern experiences.

(c) Interns will be placed under the appropriate level of military or civilian supervision.

b. Rotational assignments. The primary purposes of rotational assignments are to contribute to the officer's professional development and to provide a hands-on, interactive experience that compliments and supplements formal education.

(1) During the two-year tour, an intern should have not more than four rotational assignments, with each between five and seven months, after an initial orientation period. Five months is considered the minimum time to become sufficiently familiar within a functional area, and therefore, productive to the sponsoring office. Assignments will be coordinated through and approved by 04H, but may be identified and negotiated by the intern, e.g. when seeking to learn about a specific program/capability.

(2) Rotational duty sites can include: 04H program support/production enclave lead (04H-1, 2, 3, 4), 04H cross-program/functional support enclave lead (04H-5, 6, 7), 04H PMW-support offices (including supporting In-Service Engineering Activity), SPAWAR System Centers, and other non-SPAWAR

activities that support at least one significant logistics element, e.g. transportation, PHS&T.

(3) The rotational cycle should follow the reverse hierarchy of the logistics organization, with the initial assignment at the lowest level, e.g. ISEA developing the logistics products, then progressing up through the program-level logistician to the 04H Enclave Lead. The five to seven month cycle will also allow time for a regular rotation outside the hierarchy, such as to an external agency or an 04H cross-program/ functional support code, or for a short indoctrinating rotation to a peripheral code such as 04L (ILS Certification, Assessment and Policy) or 04C (Customer Support). Starting at the developmental level of product development also compliments the formal training plan.

(4) Rotational assignments may be adjusted based on awareness of scheduled or cyclical events such as leave, DAU classes or holiday periods. These periods may serve as a bridge between rotations, to focus on on-line course work or as an opportunity for short-term assignments, such as participation in working groups.

(5) If deemed beneficial, a rotational assignment may return an intern to the office of a prior assignment, e.g. to participate in a later phase/subsequent milestone of the acquisition process of a familiar system.

(6) Interns should be given bona fide tasks and assignments that make use of their formal education, build on that education and prepare them for independent duties. Interns should be included in formal and informal processes that provide exposure to and experience with theoretical and practical practices. Emphasis is on learning and developing the intern into a productive member of the assigned logistics team.

(7) Intern assignments are not intended to supplant permanent staff or compensate for vacancies.

(8) Rotational assignments may be terminated or modified if circumstances warrant. 04H is the deciding official for early terminations or assignment modifications.

c. Formal Training. Attaining DAWIA Level II certification requires successful completion of not less than six Defense

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Acquisition University (DAU) courses. These courses include those that are fully on-line, hybrid (on-line sessions followed by on-site/classroom work) and fully on-site. On-line periods are course-specific and range from maximums of 30 to 60 days, and on-site sessions range from five to eight classroom days. Supervisors will be fully supportive of these formal requirements, including allowing appropriate office time for on-line class work.

d. Supervisory Responsibilities.

(1) The rotational supervisor approves/disapproves temporary additional duty (TAD) requirements during the applicable rotation. Work related travel will be consistent with that normally assigned to permanent staff. Non-SPAWAR funded TAD supporting formal, i.e. DAU education will normally be approved. Intentions to disapprove will be referred to 04H for final adjudication.

(2) The supervisor will provide sufficient work time for on-line course work.

(3) The supervisor approves/disapproves leave during the applicable rotation.

(4) Upon request, each rotational supervisor will provide to 04H appropriate evaluation feeder information.

(5) Provide appropriate feedback to 04H if an intern is not meeting performance expectations or responsibilities.

e. Intern Responsibilities

(1) Interns are fully incorporated members of the SPAWAR staff. As such they will comply with SPAWAR policy and procedures. As Naval Officers, they will maintain the highest personal and professional standards. Acknowledging that education is the primary objective of the tour of duty as an intern, they will be fully responsible and responsive to those requirements.

(2) Interns are responsible for complying with the reporting requirements of reference (a).

(3) Interns will ensure that prospective supervisors are aware of events that may disrupt continuity of the rotation, such as scheduled schools or leave.

(4) While on a rotational assignment, interns will provide 04H a monthly summary of training and participation. Format is provided as enclosure (1).

f. Additional Duties

(1) ILS interns are members of the wardroom and will be fully incorporated into Command events, activities and military duties, such as physical fitness test and watch standing.

(2) ILS interns may participate in command volunteer activities on a not-to-interfere basis.

4. Action

a. 04H will assume overall management and administrative responsibility of SPAWAR's Active Duty ILS intern program.

b. SPAWAR offices and subordinate commands will fully support the military ILS intern program and provide meaningful rotational assignment opportunities.

/s/
K. D. SLAGHT

Distribution:
SPAWAR List 4

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MONTHLY INTERN REPORT

(date)

MEMORANDUM

From:

To: Director, Integrated Product Support (04H)

Subj: MONTHLY REPORT

Ref: (a) SPAWARINST 1543.2

1. In accordance with reference (a), the following report is submitted:

- a. Report period:
- b. Assignment period:
- c. PRD:
- d. Rotational code/office/command:
- e. Immediate supervisor:
- f. Formal training completed this period:
- g. Formal training pending for certification level II:
- h. TAD activity (other than formal training):

1. Summary of activity during the report period (event participation, assignments, special projects, "shadowing" opportunities, site visits, etc.).

(signature block)

Enclosure (1)